



# Edumail Migration - iOS

## Introduction



As you are aware, the Department is currently migrating the eduMail service to Exchange Online. This migration will see staff email account migrated to cloud services, staff issued with a new email address of [FirstName.LastName@education.vic.gov.au](mailto:FirstName.LastName@education.vic.gov.au) and provisioned with a 50 GB mailbox. The new email address will act as staff's logon Username for cloud-based services and for most other systems.

Once your new account becomes active, you need to re add new account on Your iOS device

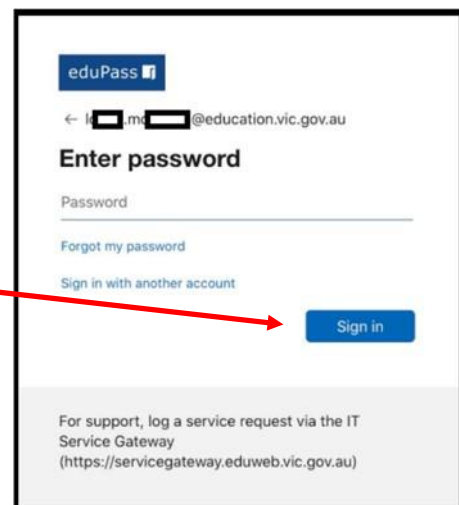
1. Open 'Settings' and select 'Passwords & Accounts' (If you still have your old edumail account connected, select and tap 'Delete Account')
2. Select 'Add Account'
3. Select 'Microsoft Exchange'



4. Enter your new address (which comes in the form [\[firstname\].\[surname\]@education.vic.gov.au](mailto:[firstname].[surname]@education.vic.gov.au)) and name the account (eg. 'Edumail')

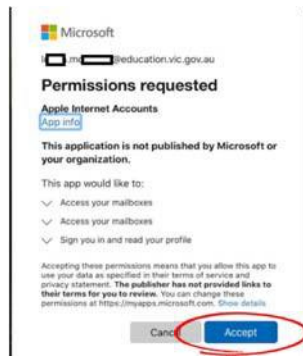
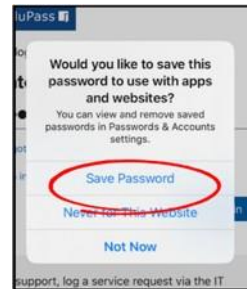
5. Select Next

6. Wait for the login page to load
7. Enter your edumail password (this hasn't changed) and tap 'Sign In'



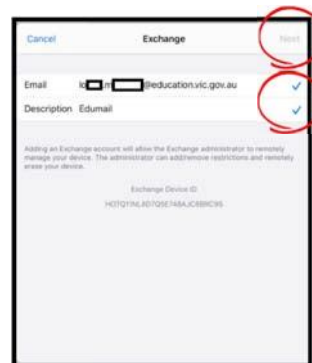
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8. Tap 'Save Password'



9. Review the permission and tap 'Accept'

10. Watch the account (the 'ticks' will appear) verify then tap 'next'.



11. Choose the services you wish to use (Ensure 'Mail' is on) and tap 'Save'

Once you start receiving emails again, you have successfully added your @Education account to your iOS device

*If you have any issues, please let MSC Specialist Technician know.*

**Thank you for leading the way!**

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